

Department of the Army  
First Region (ROTC)  
United States Army Cadet Command  
Fort Bragg, NC 28307-5000


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30 October 1998

Decorations, Awards and Honors

HEADQUARTERS, FIRST REGION (ROTC) EMPLOYEE OF THE MONTH

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FOR THE COMMANDER:

  
KERRY R. PARKER  
COL, AD  
Chief of Staff

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PROPOSER: The proposer of this publication is the Secretary General Staff, Headquarters, First Region (ROTC), US Army Cadet Command. Comments or suggested improvements should be sent directly to Headquarters, First Region (ROTC), US Army Cadet Command, ATTN: ATOA-SGS, Fort Bragg, NC 28307-5000.

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1. Purpose. This MOI prescribes policy and procedures pertaining to the Headquarters, First Region (ROTC) Employee of the Month Award.

2. Objective. Within Headquarters, First Region (ROTC) it is recognized that the combined civilian and military work force contribute to the accomplishment of our mission. In order to provide recognition for meritorious service or achievements by employees, military or civilian, the Headquarters, First Region (ROTC) Employee of the Month Program has been established.

3. Policy.

a. Nominating packets will be submitted by E-Mail to the SGS by the **15th of each month**.

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b. An employee will be selected by a selection board consisting of Division Chiefs/Special Staff Officers and approved by the Chief of Staff as the Headquarters, First Region (ROTC) Employee of the Month.

c. An employee may be awarded the Headquarters, First Region (ROTC) Employee of the Month Award once during a 12 month period.

#### 4. Procedures.

a. Any employee may recommend someone to their Division Chief/Special Staff Officer for consideration. Division Chief/Special Staff Officers will select one nominee from their organization to be forwarded for consideration. All recommendations will be sent to the SGS by E-Mail by the **15th of each month**. The nomination will be a one-page narrative format providing justification for the award.

b. The SGS will compile the nomination packets for forwarding to the selection panel by the 20th of the month.

c. Panel members will vote the packets and return their recommendation to the SGS by the 25th of the month. Panel Members may not vote for nominees of their office.

d. A Certificate of Appreciation to be signed by the commander will be prepared and presented at the end of month awards ceremony.

5. Selection Criteria. Although the employee will be recognized as the Headquarters, First Region (ROTC) Employee of the Month, accomplishments may cover a longer period. The following criteria will be considered for nominations.

a. Accomplishment of assigned duties in a commendable manner, demonstrating skill and initiative in devising and improving work methods and procedures resulting in a savings of manpower, time, space, materials, moneys, or improved safety of the work force.

b. Demonstration of personal diligence or initiative which results in the meeting of mission requirements or a special project involving unusual difficulty or operational demand.

c. Demonstration of leadership in performing assigned duties resulting in improved productivity and which sets an example for others to emulate.

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d. Demonstration of courage or competence in an emergency situation at the workplace resulting in a benefit to the government.

6. Recognition. The recipient will receive a Certificate of Appreciation and the privilege of parking in the Employee of the Month parking space for one month.

7. Managers and supervisors of employees will make maximum use of this recognition device to say "thank you" to our military and civilian employees for a job well done.